



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Grants Management System

Solicitation Number: RFCSP 15-067, 6100006161

Description: The City of San Antonio, Department for Culture and Creative Development (DCCD) seeks proposals to obtain and implement a Grants Management System that will be user friendly to grantees, staff, panel and board members. An ideal system will eliminate significant data entry by both users (applicants and grantees), staff and will position the DCCD to take advantage of future technological developments as they evolve.

Applicable Product Categories: NIGP 20868

Date Issued: Friday, June 26, 2015

Due Date & Time: Monday, July 20, 2015 at 2:00 p.m. CST

Pre-Submittal Conference: None Scheduled

Staff Contact Person: Rebecca Garza, Procurement Specialist II, rebecca.garza@sanantonio.gov

Evaluation Committee Voting Members:

Felix Padron, Director, Department for Culture and Creative Development

Jeff Skeins, Web Applications Solutions Supervisor, Information Technology Services Department

Nina Brooks, Department for Culture and Creative Development

Pursuant to Section 010 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 10:00 a.m., Local Time, on Wednesday, July 8, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Rebecca Garza, Procurement Specialist II

City of San Antonio, Finance Department – Purchasing Division

rebecca.garza@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to the City of San Antonio's e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, please do so in order to view the solicitation and submit a response through the SAePS portal.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list for SAePS portal viewing.